



# CITY OF SAN ANTONIO

P.O. Box 839966  
SAN ANTONIO, TEXAS 78283-3966

## ADDENDUM I, Revised Format

**SUBJECT:** **RFCSP 07-167 TIME & LABOR DATA COLLECTION SOLUTION** dated September 13, 2007; scheduled to open October 15, 2007.

**FROM:** Steven Morando, Assistant Purchasing Director

DATE: October 3, 2007

### Questions and Answers:

- 1) How many users (supervisors, managers, payroll, etc) will be on the system?

Answer: Estimates are as follows:

- Employees: Expect approximately 6,340 employees to utilize the time solution. (Non-Exempt, Non-Uniform employees).
- Managers/Supervisors: Estimate about 525 managers. This is a "best guess" only.
- Time Specialists/Payroll Staff: Approximately 50 (includes the Time Specialists [i.e. time administrators] and other Time Management/Payroll staff).

- 1) Section II Part C number 9

Explain how you use scantron for time data collection.

Answer: Currently, paper time sheets and punch cards are used for manual entry into SAP. In the event a time collection device cannot be placed at a work location to capture time, what other solutions are available to reduce data entry such as a scantron time sheet.

- 2) Section II Part C number 12

Explain the use of tokens.

Answer: Does your solution provide utilization of tokens for authentication.

Explain the use of scanning.

Answer: Flexibility of using scanning/scantron as a means of collecting information with their solution. For example requesting leave by use of a coded form sheet which would include information such as date, leave type, number of hours, begin time and end time.

- 3) Section III Part A

How do you envision your employees entering and/or viewing leave requests (clock, PC or other method)?

Answer: We are reaching out to the vendor to present best practices, recommendations, and examples as to how it would be most efficient to roll out requested functionality.

- 4) Section VIII

Are dates provided in the RFP finalized?

Answer: Currently, we do not anticipate any deviation from the published timeframe.

- 5) Will a cashier's check be acceptable in lieu of a proposal bond?

Answer: Yes, cashier's check must be drawn on a federally regulated bank.

- 6) Please confirm that the Proposal Bond is in the amount of 10,000.00?

Answer: Page 13, XI – States the Proposal Bond is in the amount of \$10,000.00.

- 7) Please confirm that the **Physical Address** the address to be used for FedEx shipments?  
Answer: The physical address is: City Clerk, City Hall (Commerce Street & Flores Street), 100 Military Plaza, 2<sup>nd</sup> Floor, San Antonio, TX 78205.
- 8) Please confirm that Attachment K "Proposed Roll-out Schedule" is for informational purposes only.  
Answer: Correct. The roll-out dates/groupings given in the proposal represent our best estimate at this point -- they are definitely subject to change. Final dates/roll-out schedule can only be determined after we begin working with the chosen vendor.
- 9) Do you want Respondents to do calculation of pay rules, or will Respondents be passing the data to SAP for calculations?  
Answer: SAP will be calculating all pay rules.
- 10) Will accruals be calculated in SAP or Respondent Solution?  
Answer: SAP will be calculating all accruals.
- 11) Will this solution be in house for COSA or do you want a hosted solution?  
Answer: In house for COSA.
- 12) Can you elaborate on the requirements:

II, C, 9: 'The system must be able to offer different hardware options such as but not limited to:

- e. Radio Frequency Identification (RFID)
- f. Scanner/Scantron

Answer: Currently, paper time sheets and punch cards are used for manual entry into SAP. In the event a time collection device cannot be placed at a work location to capture time, what other solutions are available to reduce data entry such as a scantron time sheet.

and II, C, 12

- f. RF Card
- g. Tokens
- h. Scanning

Answer: Does your solution provide utilization of these standards for authentication; what authentication standards does your solution utilize.

- 13) As the City of San Antonio looks to leverage its investment in SAP, what other SAP modules are being used or are under consideration for use?  
a. Specifically, will SAP Time Evaluation, SAP ESS, and SAP MSS be utilized to maximize your ROI in SAP?  
Answer: COSA currently utilizes several SAP modules including HR/Payroll/Time. Have rolled out a very baseline ESS utilizing strictly ITS; will roll out MSS in the future.
- 14) Please describe the type of tokens that may be used by the City (section II, item C.12)?  
Answer: Does your solution provide utilization of standard means of authentication such as **Smart Card, Proximity Card, RFID Card**; what authentication standards does your solution utilize.
- 15) Is SAP PP the source of the Work Order data elements (section III, item I.4)?  
a. If not, what is the source of the Work Orders?  
Answer: COSA's plan is to implement SAP PM in the future.
- 16) Please identify the data elements of:  
a. Work Order (section III, item I.4) Answer: AUFNR.  
b. WBS (section III, item I.3) Answer: PS\_POSID.  
c. Internal orders (section III, item I.1) Answer: AUFNR.

17) Please identify the City's HR/Payroll system (section III, item T)?

a. Will the City be using SAP HR and SAP Payroll?

Answer: COSA has utilized SAP HR/Payroll for 3 years.

18) Does the City of San Antonio want licensing to accommodate the 11,800 total paid employees or the identified 6,340 consisting of civilian hourly and non-exempt staff?

Answer: The identified 6340; would prefer unit price be provided.

19) When does the City of San Antonio plan to select a vendor and present to the City Council?

Answer: The tentative date for Council consideration is set for November 15, 2007. However, the City Council controls its Agenda Dates and this date is subject to change.

20) Section X: Performance Bond: Is COSA open to alternatives, including terms and conditions agreed to under the established TXMAS Purchasing Contract, and/or will COSA be open to negotiation regarding the Performance Bond timeline and terms and conditions?

Answer: The Performance Bond specifications contained within the RFCSP rule and no other alternatives, substitutions, or negotiations shall apply to the requirements as specified in this RFCSP.

Steven Morando  
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